



Information regarding the Issuance of March 15 and May 15 Notifications

The process for issuing “March 15th” notices:

At the February 25 Board of Trustees meeting, the Board will consider adopting a resolution that identifies the FTE to be discontinued or reduced for specific disciplines, or particular kind of service. This is the PKS reduction.

Upon adoption, the least senior faculty in the disciplines identified will receive a packet containing the following:

- A Notice of Accusation advising the employee that they may not be reemployed next academic year.
- A copy of the Board resolution showing the PKS reductions (Exhibit A).
- A Notice of Defense form.
- A Notice of Hearing. The request for hearing that must be submitted to Human Resources. Online submissions may be completed using the [Request for Hearing](#) Form. The deadline is March 15, 2021.
- Applicable Government Code sections.

The packet will be sent to the faculty by USPS certified mail and by email.

The process for issuing “May 15th” notices:

At the April BOT meeting, the Board will consider adopting a resolution that identifies the faculty to receive May 15 lay-off notifications.

Upon adoption, the least senior faculty in the disciplines identified will receive a packet containing the following:

- A notice to the employee.
- A copy of the Board resolution.

The packet will be sent to the faculty by USPS certified mail and by email.